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Government
Publications

Fact Sheet



Management
Board
of Cabinet

CONSULTING SERVICES DIRECTIVE (O.M.A. 50-3A)

1. MAJOR DIRECTIVE ISSUES

APPLICATION AND SCOPE:

- Previous management, technical and systems consulting directives have been replaced by one new directive.
- The new directive delegates substantial authority to ministries and contains an option to allow ministries to develop their own directives.

MANDATORY REQUIREMENTS:

- A firm agreement ceiling price must always be established to obtain specific results.
- Changes to agreement ceiling prices should not occur.
- Follow-on agreements without tender are allowed under certain conditions.
- Competition is required for agreements over \$25,000.
- For agreements over \$250,000:
 - Management Board approval is required initially;
 - Management Board approval is required prior to agreement award only if indicated at the initial approval stage.
- An annual report to the Management Board is required on specific consulting assignment issues.

2. MAJOR IMPLEMENTATION ISSUES

- The roster/rotation method of selecting consultants can only be used subsequent to Management Board approval of a ministry's roster/rotation procedures.
- Ministries will likely need to establish a system to centrally monitor information on each consulting assignment in order to provide the required annual report to the Management Board.

- The directives are effective January 1, 1986, for those ministries that choose to use them. In any case, you should insert the two new directives into the current Ontario Manual of Administration according to the directive numbers.
- The directives are mandatory for all ministries as of April 1, 1986. At that time the O.M.A. directives dealing with Management Consulting Services (50-3), Technical Consulting Services (50-4) and Systems Development Services (50-5) should be removed from the O.M.A. since they no longer apply.

2 OTHER MAJOR ISSUES

- A guideline is available from the Management Board entitled: Consulting Services: A Manager's Guide.
- Training sessions will be conducted by the Management Board staff beginning in February, 1986.

4. CONTACT

Ron Binsell (586-2079)

~~Steve~~
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Management Board of Cabinet Conseil de gestion du gouvernement de l'Ontario

November 25, 1986

WHAT DO I DO WITH MY ONTARIO MANUAL OF ADMINISTRATION?

Now that you have a new set of Management Board of Cabinet Directives and Guidelines, you're probably wondering what to do with your obsolete Manual of Administration.

OMA policies

Since the policies have either been revised, reissued or deleted, just deposit the contents of your OMA into a Ministry of the Environment recycling bin.

OMA binders

Management Board will issue a number of guidelines in the coming year to support its various new directives. The guideline binder sent to you today should become full before very long. To provide extra storage space for guidelines, we suggest you retain your OMA binder and refit it with the plastic "guideline" sleeve included with your set of new directives and guidelines.

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Management Board of Cabinet Conseil de gestion du gouvernement de l'Ontario

November 25, 1986

- Effective immediately, the Ontario Manual of Administration, Volume I, is replaced by two publications:

Management Board of Cabinet Directives
Management Board of Cabinet Guidelines

- Each publication is distributed in its own binder.
- The number of directives has been reduced to 41 from 65.
- The Directives' binder sent to you today contains the following:

New directives:	Accountability Internal Auditing Organization at the Executive Level Major Information Technology Projects
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Amalgamation of former OMA policies:	Supplies, Equipment and Services Consulting Services Travel, Meal, Hospitality and Membership-Fee Expenses Establishment and Scheduling of Agencies Administration of Agencies
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Revised directives:	Expenditure Management Manpower Management and Control Managing by Results Establishment and Use of Common Services Research and Development Services Advertising and Creative-Communications Services Government Appointees Royal Commissions
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Reissued directives:	Affirmative Action for Women Crown Employees Capital Expenditure Evaluation Program Costing Non-tax Revenue Banking and Finance Arrangements Acquisition of Real Property Identification and Disposal of Surplus Real Property Interim Property Management Upkeep of Government Accommodation Provision of Government Accommodation Use and Occupancy of Government Accommodation
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Office Space Standards
Parking
Visual Identity Program
Use of the Official Languages of Canada
Government Publications
Records Management
Data Processing Equipment and Services
Computer Systems and Data Processing
Microrecording
Standard Forms
Statutory and Regulatory Private Sector Records
Retention Requirements
Use of the Social Insurance Number

- Guidelines are all new and include:

Consulting Services
Travel, Meal, Hospitality and Membership-Fee Expenses
Relocation Expenses
Organizational Change
Internal Auditing
Supplies, Equipment and Services
Establishment and Administration of Ontario Agencies

- The Expenditure Management guideline is now being printed and will be sent to you in the coming weeks.
- Two more guidelines are now being written and will be distributed in the coming months:

Accountability
Advertising and Creative-Communications Services

- Additional copies of directives and guidelines can be obtained by calling Judy Morimoto, Management Policy Division, Management Board Secretariat, at 586-2043.
- If you have questions regarding any of the directives or guidelines, call Barry Gardiner, Manager, Administrative Policy, Management Policy Division, Management Board Secretariat, at 586-2044, who will refer you to the appropriate policy officer.

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